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JAN 9 1957

MEMORANDUM FOR: Director of Personnel

SUBJECT : Quarterly Report of Medical Staff Career Service

REFERENCE : Memorandum from Chairman, CIA Career Council,
Subject: Reporting Activities of the Career Services, dated 25 February 1956

1. As requested in referenced memorandum, this report of activities of the Medical Staff Career Service for the quarter ending 31 December 1956 is submitted.

2. Organization and Policy

The organization and policy of the Medical Staff Career Service Board, as outlined in Medical Staff Regulation No. 7-55, as amended, was unchanged during the quarter. The regulation was modified, however, to provide for reviews of the medical recruitment and medical training programs annually rather than semi-annually.

3. Statistics of Board Operations for this Quarter

a. Number of meetings	:	9
b. Assignment actions	:	2
c. Promotion actions	:	7
d. Career Staff Applications	:	3
e. Fitness Reports reviewed	:	14
f. Training Evaluation Reports reviewed	:	18
g. Field Reassignment Questionnaires reviewed	:	2

4. Medical Technicians Panel

The functions of the panel and its area of interest were reviewed with the panel. The panel adopted the practice of meeting weekly.

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5. Competitive Promotions

25X1 CIA Regulation [] dated 29 November 1956, was reviewed by the board; this included a briefing by the Personnel Placement Officer on this new regulation (The board had earlier in this quarter inventoried all SD:SM positions throughout the world.). Several significant questions evolved from the discussion of this regulation, and the Placement Officer was asked to relay to the Director of Personnel the board's feeling that certain Medical Staff personnel should have more detailed instruction on this regulation in order that the new promotion system may be properly implemented.

6. Career Planning for Individuals

25X1 CIA Regulation [] dated 13 November 1956, was reviewed by the board, and plans were approved for the initiation of Career Preference Outlines for SD:SM personnel at headquarters in grades GS-11 and GS-12 who are members of the CIA Career Staff.

SIGNED

JOHN R. TIENJEN M.D.

JOHN R. TIENJEN, M.D.
Chief, Medical Staff

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MS/ASD/ [] jv (7 Jan 57)

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